

## Attestation Batch Upload

### Overview

Starting in program year 2014, whether you are an eligible professional, a surrogate user for multiple eligible professionals or an authorized official for eligible hospitals you have the option to upload attestations using a batch file. However, there should be a separate batch file for each provider type, stage number and measure category combinations. In addition, when choosing to attest via batch upload keep in mind that each measure category must be complete and that only the following combinations are allowed:

Allowable measure category combinations:

- a) Meaningful Use Core Measures and Meaningful Use Menu Measures
- b) Meaningful Use Core Measures, Meaningful Use Menu Measures and Clinical Quality Measures
- c) Clinical Quality Measures Only

### Verify the following before batch uploading Clinical Quality Measures:

- Both the Meaningful Use Core and Menu Measures categories are marked as 'Completed'.
- The provider is not Medicare Advantage-Affiliated.
- Providers are in their first year of attestation in Program Year 2014.

### Attestation Batch Upload Instructions

1. Download either a CSV file or an XML file and the mapping specifications from <http://www.cms.gov/Regulations-and-Guidance/Legislation/EHRIncentivePrograms/attestationbatchspecpage.html>.
2. Use the mapping specifications to fill out either the CSV or the XML file.
3. Complete the batch file based on provider type, measure category combinations and stage number.
4. Log in to the Registration and Attestation System.
5. On the Attestation tab, click **Attestation Batch Upload**.

**Note:** An attestation batch file can contain a maximum of 10,000 provider attestations. The upload file limit for a user is 25 batch files per day. Once you meet the maximum, you will not be allowed to upload files until the next day.

6. On the Attestation Disclaimer page, click either **Agree** or **Disagree**.
7. On the Attestation Batch Upload page, click **Browse** to choose a file.

**Note:** The file extension should match the batch file format: '.csv' for a CSV file or '.xml' for an XML file.

To convert an existing Excel file into a .csv format:

- a) Open your Excel file.
- b) Click on **File** and select **Save as**.
- c) Select where you would like to save the file (such as on your desktop or a drive).
- d) In the **File Name** field, type a name for your file.
- e) In the **Save as Type** field, select CSV (Comma Delimited) from the drop-down menu.
- f) Click **Save**.
- g) You may receive one or two warning about formatting of .csv, click **Yes** to continue.

8. **Check** the Attestation Statement checkbox to complete your attestation.
9. Click **Upload** to proceed with attestation batch file upload.

#### Status

1. On the Status tab, click **View Attestation Batch Status** near the bottom of the screen.
2. The Attestation Batch Status page will display one of the following batch statuses and the actions that are available for each batch file:

Status	Definition	Actions Available
Batch Received	The batch file was uploaded and is waiting to be processed.	N/A
Batch Invalid	The batch file was not processed because it was an invalid format or there were data errors at the file level.	Download
Processed Successfully	The batch file was processed. All attestation records contained in the file were successfully uploaded into the system.	Download View
Processed with Errors	The batch file was processed. However one or more of the attestation records was invalid and could not be uploaded into the system. Only valid attestation record(s) were successfully uploaded into the system. You may correct the errors and resubmit the invalid attestations.	Download View

3. If the **Download** action is available, click to download a response file with the status for each attestation that was submitted and/or the list of error messages, if applicable. This file will be in the same format as the original batch file (CSV/XML) was submitted.

**Note:** The Download option is available only for 60 days from the batch submission date.

To download and save the response file:

- a) Click **Download**.
  - b) Select where you would like to save the file (such as on your desktop or a drive).
  - c) In the **File Name** field, type a name for your response file.
  - d) In the **Save as Type** field, select CSV (Comma Delimited) or Excel Workbook from the drop-down menu.
  - e) Click **Save**.
  - f) If you selected CSV (Comma Delimited), you may receive one or two warnings about the formatting of .csv, click **Yes** to continue.
4. Click **View** to display Attestation Batch Details and review the summary of the individual attestation records in the processed batch file.

**Note:** This action is only available if the batch file that was submitted is valid.

5. The Attestation Batch Details page will display one or more of the following record statuses and the actions that are available for each record:

Status	Definition	Actions Available
Record Invalid	The individual attestation record was not uploaded into the system because it had an invalid format or contained data errors.	View
Processed	The individual attestation record was successfully uploaded into the system.	N/A

6. For an invalid record, click **View** to go to the Attestation Batch: Record Level Errors page and see what that provider's attestation record error(s) are indicating.